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TRANSMITTAL SLIP		DATE 14 February 1953
TO: Chief, General Services Office		
ROOM NO.	BUILDING	
REMARKS I have discussed this subject with [redacted] who has personally agreed to the transfer of the positions. I also explained that every effort would be made to avoid reductions in grade of the personnel involved but that no guarantee could be made. (If this is necessary, please let me know personally before it is done.) I also discussed the positions taken by [redacted] on the question of whether reproduction would undertake to maintain "present volume" or maintain "material on a current basis." Obviously, if the current volume increases we will find some way to meet it.		
FROM: ADD/A		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1-FEB-55		REPLACES FORM 36-B WHICH MAY BE USED.

(47)

SECRET

3 March 1953

MEMORANDUM FOR: Chief, General Services Office

SUBJECT: Transfer of FI Reproduction Activities to General Services Office

REFERENCE: Memo dtd 28 Jan 53 for DD/A fr C/GS, same subject

1. Your request for transfer of the reproduction facilities and the positions involved from the Deputy Director (Plans) area to the General Services Office is approved subject to the following conditions:

a. That the total Deputy Director (Plans) ceiling and table of organization are reduced by 17;

b. that the General Services Office's table of organization is increased by 19;

c. that the grades of the transferred and added positions are subject to Classification review along with the balance of the consolidated reproduction activities;

d. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

2. The tentative on-duty ceiling for the General Services Office is increased [] subject to reduction as the result of reorganization of the combined reproduction activities.

/s/

L. K. WHITE
Acting Deputy Director
(Administration)

1 Att - Ltrd in Ref

cc: AD/P
Comptroller
CAO/DDP
Chief FI/ROM

NOTE: This memorandum recinds one dtd 14 Feb to same addressee fr ADD/A, same subject (ER 3-6803a)

SECRET

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*17 slots transferred from RC, two
from DO/P publications*

14 February 1953

D.S.G.

MEMORANDUM FOR: Chief, General Services Office

SUBJECT : Transfer of FI Reproduction Activities to General Services Office

REFERENCE : Memo dtd 28 Jan 53 for DD/A fr C/GS, same subject

1. Your request for transfer of the reproduction functions and the transfer of 19 positions from the Deputy Director (Plans) area to the General Services Office is approved, subject to the following conditions:

a. That the total Deputy Director (Plans) ceiling and Table of Organization are reduced by 19;

b. that the grades of the transferred positions are subject to Classification review along with the balance of the consolidated reproduction activities;

c. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

2. The tentative on-duty ceiling for the General Services Office is increased subject to reduction as the result of reorganization of the combined reproduction activities.

(s)

L. K. WHITE OK
Assistant Deputy Director
(Administration)

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1 Att - Lstd in Ref
cc: AD/P
Comptroller
CAO/DDP
Chief FI/RQM

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